



**Before you start your business, pay us a visit or give us a call.**

City staff can help you determine what steps to take before opening your doors. Some businesses require no more than a simple license, while others may need approvals from several departments to assure that a proposed use is allowed and/or is safe for the general public. To avoid an unwelcome discovery that your business or operations do not conform to applicable standards and laws after investing your time and money, please stop by City Hall or give us a call so staff can advise you.

**Additional information is available at [www.newtonma.gov/business](http://www.newtonma.gov/business).**



**CITY OF NEWTON**

1000 Commonwealth Avenue  
Newton, MA 02459

Phone: 617.796.1120  
OR 617.796.1060  
[www.newtonma.gov/business](http://www.newtonma.gov/business)

**CITY OF NEWTON**

**So you want to start a business?**



**We're here to help.**

# Talk to City staff about this checklist.

Planning and Inspectional Services staff will help you determine if your business is allowed in the location proposed and will tell you what you need to do next. If you prefer to stop by in person, please give us a call to set up an appointment so there's sure to be someone available to help you. Then you'll be on your way.

Staff		1 Start here → City Hall, 2nd floor	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Inspectional Services ▪ 617.796.1060</b> Building Permits ▪ Certificates of Inspection ▪ Certificates of Occupancy ▪ Permits for plumbing, gas, and electricity ▪ Signs and banners	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Planning Department ▪ 617.796.1120</b> OR Zoning reviews ▪ Economic Development ▪ Special Permit/Site Plan reviews for land use, transportation, conservation, historic preservation, housing, rehabilitation, community development and telecommunications	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Licensing Board ▪ City Hall, 1st floor ▪ 617.796.1090</b> All Alcohol or Wine & Malt Beverages Licenses for Restaurants, Package Stores, Clubs, Innholders ▪ All Alcohol or Wine & Malt Permits ▪ Automatic Amusement Machines Licenses ▪ Carnival Permits ▪ Common Victualler Licenses ▪ One-Day Temporary Alcohol Permits ▪ Sidewalk Furniture Permits ▪ Weekday Entertainment Licenses	2
<input type="checkbox"/>	<input type="checkbox"/>	<b>Health and Human Services ▪ 1294 Centre Street ▪ 617.796.1420</b> Animal licenses (chickens, etc.) ▪ Asbestos abatement ▪ Body art (permanent make-up) establishments/practitioners ▪ Certificates of habitability ▪ Demolition and sandblasting permits ▪ Food service and retail establishments including catering, mobile vendors, frozen desserts, and permits for temporary food sales ▪ Retail tobacco sales ▪ Summer camps ▪ Tanning facilities ▪ Title 5 ▪ Transportation of waste (offals) ▪ Well-drilling permits	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire Department ▪ 1164 Centre Street ▪ 617.796.2210</b> Commercial/Business Locations	
<input type="checkbox"/>	<input type="checkbox"/>	<b>City Clerk ▪ City Hall, 1st floor ▪ 617.796.1210</b> Business Certificate ▪ Doing Business As (DBA) ▪ Dog Licenses	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Board of Aldermen ▪ City Hall, 1st floor ▪ 617.796.1210</b> Auto Dealer Licenses ▪ Auction Licenses ▪ Bus Licenses ▪ Public Auto/Van Licenses ▪ Special Permit submittals ▪ Taxi/Taxi Stand Licenses	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Assessors' Office ▪ City Hall, 1st floor ▪ 617.796.1169</b> Form of List (for personal property tax purposes)	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Public Works ▪ City Hall, 1st floor ▪ 617.796.1000</b> Objects on public ways, including sidewalks for road races, dumpsters, new boxes, and banners	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Weights and Measures ▪ City Hall, 1st floor ▪ 617.796.1099</b> Apothecary scales ▪ Gas pumps ▪ Hawkers & peddlers ▪ Measures (laser scanning devices) ▪ Scaling devices ▪ Taxi meters	
If you have questions, concerns, or suggestions please feel free to contact the Planning/ISD staff at 617.796.1060 or 617.796.1120. We're always interested in improving our services.			